

# Display Goods Receipt Report

October 2, 2013

This report displays information on any orders that have been receipted into WBSCM. This Report is “Real Time” meaning it is ever changing/updating as information is entered into WBSCM. Every time an ASN is entered or a Goods Receipt is entered, this report will be updated to reflect the new additions. This can be very useful for identifying ASN numbers after a multiple upload or a variety of other information.

**Portal Path:** Suppliers → Supplier Self Service → Supplier Self Service

Click on “All Goods Receipts”



# Display Goods Receipt Report

October 2, 2013

To search for all Goods Receipts you must enter at least one of the following: Vendor, Purchase Order (PO), PO Create Date, PO Delivery Date, Bid Invitation Number, ASN Number, ASN Submission Date or Material.

The more criteria you enter, the more you will be able to narrow your search

The screenshot shows the 'Goods Receipt Detail Report' form with various search criteria. The 'Vendor' field is populated with '1030634'. The form includes fields for Purchase Order, Purchase Order Item, Purchasing Doc. type, PO Create Date, PO Delivery Date, Material, Bid Invitation Numb., Plant, Sold-to Party, Ship-To Party, Vendor, Freight Forwarder, Load Point, ASN Number, ASN Submission Date, and Rail Car ID / BOL #. Each field has a dropdown arrow and a 'To' field. A 'Show Variants' link is visible on the right.

To include Invoice Data and Reference PO into the Report you must search by Purchase Order Number. Enter Purchase Order Number and scroll down to click on the Invoice Data and Reference PO boxes

This screenshot shows the same form as the previous one, but with the 'Purchase Order' field highlighted with a red box and containing the value '4100001157'. At the bottom of the form, the 'Include Invoice Data?' and 'Include Reference PO?' checkboxes are also highlighted with a red box and are checked. The 'Vendor' field now shows '1030577'. The 'Show Variants' link is still present on the right.

# Display Goods Receipt Report

October 2, 2013

Click on “Execute”

**Goods Receipt Detail Report**

**Supplier Self Service**

**Reports : Input Criteria**

**Execute**

**Goods Receipt Detail Report .**

[Reset Values](#) [Show Variants](#)

Purchase Order:  To

PO Create Date:  To

Purchasing Doc. type:  To

PO Delivery Date:  To

Material:  To

Plant:  To

Sold-to Party:  To

Ship-to Party:  To

Vendor:  To

Freight Forwarder:  To

Load Point:  To

ASN Number:  To

A list of all Good Receipts will be displayed

**Home Suppliers Admin Reports Help**

**Supplier Self Service** | Bid Management | Maintain Organization

**Goods Receipt Detail Report** | [Back](#) | [Forward](#)

**Supplier Self Service** | [History](#) | [Back](#) | [Forward](#)

**Goods Receipt Detail Report .**

[Go Back](#)

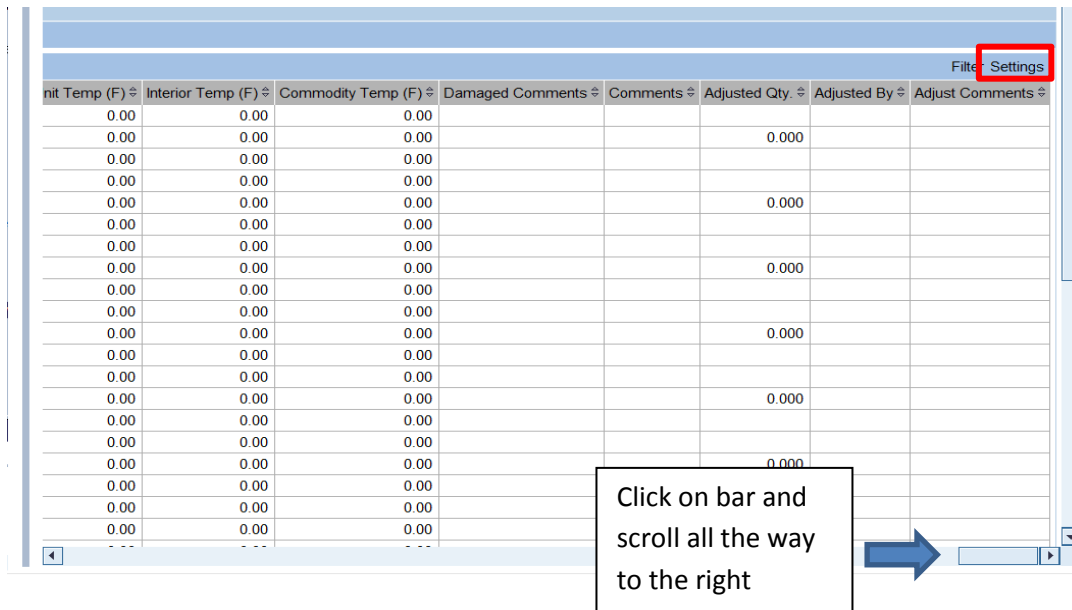
**View**  [Print Version](#) [Export](#)

Sold-To Party	Sold-To Name	Ship-To Party	Ship-To Name	Ship-To City	Ship-To State	Plant	Plant Desc.	Material	Material Desc.
8009941	PR Department of Education, Food &	8100893	FOOD ADMINISTRATOR	GUAYNABO	PR	1000	DOMESTIC STATISTICAL 1000	100928	ZZZ-PORK, HAM FRZ WATERADD
8009941	PR Department of Education, Food &	8100894	PR DEPT OF EDUCATION VHSE	MAYAGUEZ	PR	1000	DOMESTIC STATISTICAL 1000		ZZZ-PORK, HAM FRZ WATERADD
8009941	PR Department of Education, Food &	8100893	FOOD ADMINISTRATOR	GUAYNABO	PR	1000	DOMESTIC STATISTICAL 1000		ZZZ-PORK, HAM FRZ WATERADD
8009941	PR Department of Education, Food &	8100894	PR DEPT OF EDUCATION VHSE	MAYAGUEZ	PR	1000	DOMESTIC STATISTICAL 1000		ZZZ-PORK, HAM FRZ WATERADD
8009958	Tennessee Dept of Agriculture	8101720	QUALITY FOODS	BATESVILLE	MS	1000	DOMESTIC STATISTICAL 1000		ZZZ-PORK, HAM FRZ WATERADD
8009959	Tennessee Dept. of Agriculture (247	8100824	UPPER CLUMBERLAND HUMAN	COOKEVILLE	TN	1000	DOMESTIC STATISTICAL 1000		ZZZ-PORK, HAM FRZ WATERADD
8009960	Texas Department of Agriculture	8100930	HOUSTON CENTRAL INDUSTRIES INC	HOUSTON	TX	1000	DOMESTIC STATISTICAL 1000		ZZZ-PORK, HAM FRZ WATERADD
8009827	Georgia Department of Education	8102272	NINTH DISTRICT COOPERATIVE	CLEVELAND	GA	1000	DOMESTIC STATISTICAL 1000		ZZZ-PORK, HAM FRZ WATERADD
8009827	Georgia Department of Education	8102264	US FOODSERVICE	FAIRBURN	GA	1000	DOMESTIC STATISTICAL 1000		ZZZ-PORK, HAM FRZ WATERADD
8009912	New York Office of General Services	8100085	CONN FREEZER WAREHOUSE INC	MILTON	NY	1000	DOMESTIC STATISTICAL 1000		ZZZ-PORK, HAM FRZ WATERADD
8009912	New York Office of General Services	8102316	SYSCO FOOD SERVICES OF ALBANY	HALFMOON	NY	1000	DOMESTIC STATISTICAL 1000		ZZZ-PORK, HAM FRZ WATERADD
8009912	New York Office of General Services	4000112	Colorado Department of Human Ser_2	Pueblo	CO	1000	DOMESTIC STATISTICAL 1000		ZZZ-PORK, HAM FRZ WATERADD
8009941	PR Department of Education, Food &	8100893	FOOD ADMINISTRATOR	GUAYNABO	PR	1000	DOMESTIC STATISTICAL 1000		ZZZ-PORK, HAM FRZ WATERADD

# Display Goods Receipt Report

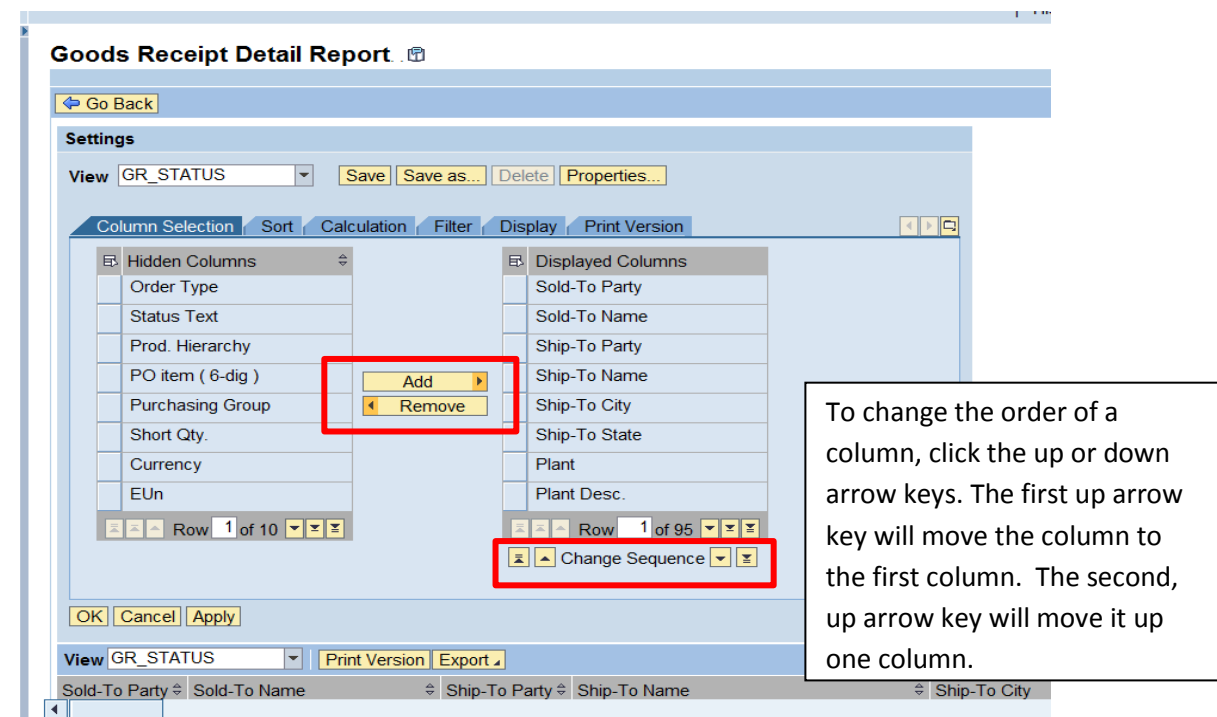
October 2, 2013

This report can be customized via the settings link. Click the horizontal scrollbar and scroll all the way to the right of the report until you see “Settings” displayed. Click on “Settings”



The screenshot shows a table with columns: Unit Temp (F), Interior Temp (F), Commodity Temp (F), Damaged Comments, Comments, Adjusted Qty, Adjusted By, and Adjust Comments. The 'Settings' link is highlighted in the top right corner. A callout box with an arrow points to the horizontal scrollbar at the bottom of the table, indicating where to click to scroll to the right.

The columns of the Goods Receipt Report and the order in which they are displayed can be customized to your preference. Click on the blue box next to the column that you would like to add/remove from the Report, once the box is highlighted click on the “Add” or “Remove” button



The screenshot shows the 'Goods Receipt Detail Report' settings window. It has tabs for Column Selection, Sort, Calculation, Filter, Display, and Print Version. The 'Column Selection' tab is active, showing a list of columns to be added or removed. The 'Add' and 'Remove' buttons are highlighted. A callout box explains how to change the order of a column using the up and down arrow keys. The 'Change Sequence' button is also highlighted.

To change the order of a column, click the up or down arrow keys. The first up arrow key will move the column to the first column. The second, up arrow key will move it up one column.

# Display Goods Receipt Report

October 2, 2013

In the example below, the Purchase Order # was highlighted and the first up arrow key was selected to move the selected column to the beginning of the Report

**Supplier Self Service**

**Detailed Navigation**

- **Supplier Self Service**
- Inspection Results Entry
- Enter Shipment Receipt
- Shipment Dashboard
- International Shipment Receipt

**Portal Favorites**

- Supplier Self Service

**Column Selection** | Sort | Calculation | Filter | Display | Print Version

**Hidden Columns**

- Order Type
- Status Text
- Prod. Hierarchy
- PO item ( 6-dig )
- Purchasing Group
- Short Qty.
- Currency
- EUn

**Displayed Columns**

- Purch. Req Item
- Requested Del. Date
- Bid Invitation
- Purch. Order Type
- Purchase Order #**
- PO Line Item
- Key PO
- Key PO Item

Row 1 of 10

Row 17 of 95

Change Sequence

Move Selected Columns to Beginning

OK Cancel Apply

View GR\_STATUS Print Version Export

Sold-To Party Sold-To Name Ship-To Party Ship-To Name

Notice the Purchase Order # has moved and will now be the first column of the report

**Supplier Self Service**

**Detailed Navigation**

- **Supplier Self Service**
- Inspection Results Entry
- Enter Shipment Receipt
- Shipment Dashboard
- International Shipment Receipt

**Portal Favorites**

- Supplier Self Service

**Column Selection** | Sort | Calculation | Filter | Display | Print Version

**Hidden Columns**

- Order Type
- Status Text
- Prod. Hierarchy
- PO item ( 6-dig )
- Purchasing Group
- Short Qty.
- Currency
- EUn

**Displayed Columns**

- Purchase Order #**
- Sold-To Party
- Sold-To Name
- Ship-To Party
- Ship-To Name
- Ship-To City
- Ship-To State
- Plant

Row 1 of 10

Row 1 of 95

Change Sequence

Move Selected Columns to Beginning

OK Cancel Apply

View GR\_STATUS Print Version Export

Sold-To Party Sold-To Name Ship-To Party Ship-To Name

Sold-To Party	Sold-To Name	Ship-To Party	Ship-To Name
4900094	MA Dept. of Education	5902986	US COLD STORAGE
4900094	MA Dept. of Education	5902986	US COLD STORAGE
4900094	MA Dept. of Education	5902986	US COLD STORAGE
4900127	NEW JERSEY STATE OF	5902576	SILVER SPRINGS FARM

Trusted sites | Prote

# Display Goods Receipt Report

October 2, 2013

Once you have made your selections, click “Apply”

**Goods Receipt Detail Report**

Go Back

Settings

View: GR\_STATUS [Save] [Save as...] [Delete] [Properties...]

Column Selection | Sort | Calculation | Filter | Display | Print Version

Hidden Columns: Order Type, Status Text, Prod. Hierarchy, PO item ( 6-dig ), Purchasing Group, Short Qty., Currency, EUn

Displayed Columns: Sold-To Party, Sold-To Name, Ship-To Party, Ship-To Name, Ship-To City, Ship-To State, Plant, Plant Desc.

Row 1 of 10

Row 1 of 95

Change Sequence

OK Cancel **Apply**

View: GR\_STATUS [Print Version] [Export]

To save the customized settings, click “Save As”. The customized settings can be used to view future Goods Receipt Reports

**Goods Receipt Detail Report**

Go Back

Settings

View: [Standard View] [Save] **Save as...** [Delete] [Properties...]

Column Selection | Sort | Calculation | Filter | Display | Print Version

Hidden Columns: (Empty)

Displayed Columns: Purchase Order #, PO Line Item, Good Qty., Order Type, Sales Order #, SO Item #, Purch. Req, Purch. Req Item

Row 0 of 0

Row 1 of 105

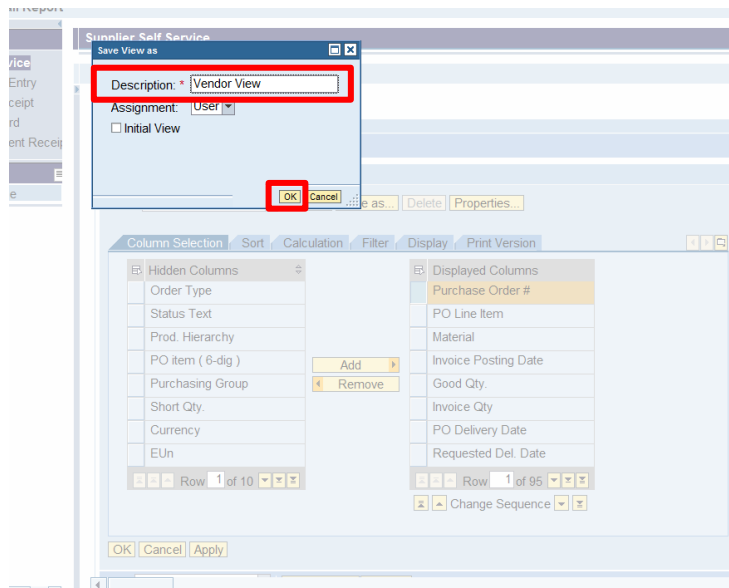
Change Sequence

OK Cancel Apply

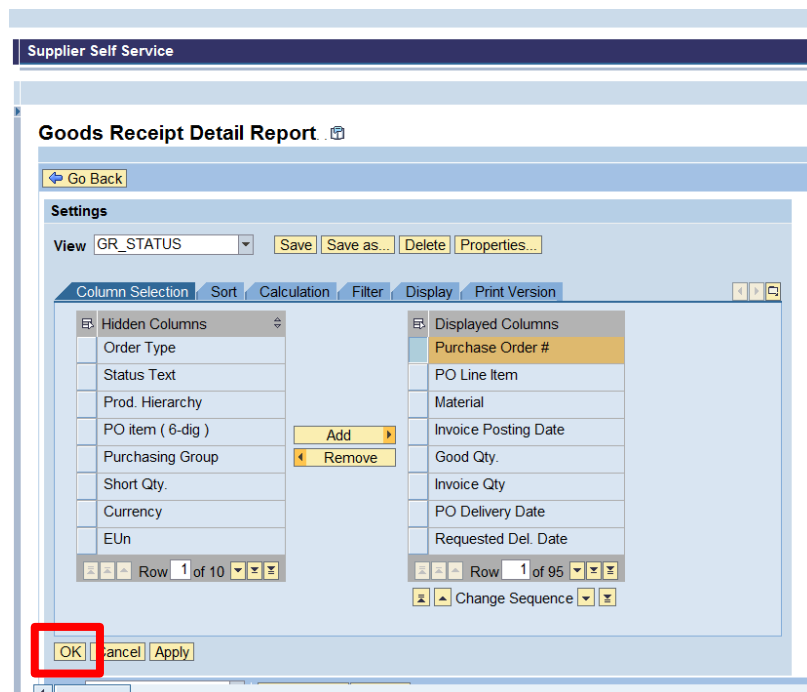
# Display Goods Receipt Report

October 2, 2013

A pop-up screen is displayed. Enter a name for the customized report in the Description field. We have labeled this sample report “Vendor View”. Click “OK”



Click “OK”



# Display Goods Receipt Report

October 2, 2013

The customized report will be displayed

## Goods Receipt Detail Report

<a href="#">Go Back</a>								
View <b>A123 PO View New</b> <a href="#">Print Version</a> <a href="#">Export</a>								
Purchase Order #	PO Line Item	Good Qty.	Date received	ASN Qty.	Invoice Qty.	Requested Qty.	PO Qty.	Item Qty.
4100002351	1	0.000		0.000	0.000	1,620.000	1,620.000	1,620.000
		0.000		1,620.000	0.000	1,620.000	1,620.000	0.000
		1,620.000	08/24/2012	0.000	0.000	1,620.000	1,620.000	0.000
		0.000		0.000	1,620.000	1,620.000	1,620.000	0.000
	2	0.000		0.000	0.000	1,620.000	1,620.000	1,620.000
		0.000		1,620.000	0.000	1,620.000	1,620.000	0.000
		1,620.000	08/02/2012	0.000	0.000	1,620.000	1,620.000	0.000
		0.000		0.000	1,620.000	1,620.000	1,620.000	0.000
	3	0.000		0.000	0.000	1,620.000	1,620.000	1,620.000
		1,620.000	08/24/2012	0.000	0.000	1,620.000	1,620.000	0.000
		0.000		1,620.000	0.000	1,620.000	1,620.000	0.000
		0.000		0.000	1,620.000	1,620.000	1,620.000	0.000
	4	0.000		0.000	0.000	1,620.000	1,620.000	1,620.000
		1,620.000	08/10/2012	0.000	0.000	1,620.000	1,620.000	0.000
		0.000		1,620.000	0.000	1,620.000	1,620.000	0.000
		0.000		0.000	1,620.000	1,620.000	1,620.000	0.000
	5	0.000		0.000	0.000	1,620.000	1,620.000	1,620.000

To open or save in Excel: Click “Export” and click “Export to Microsoft Excel”

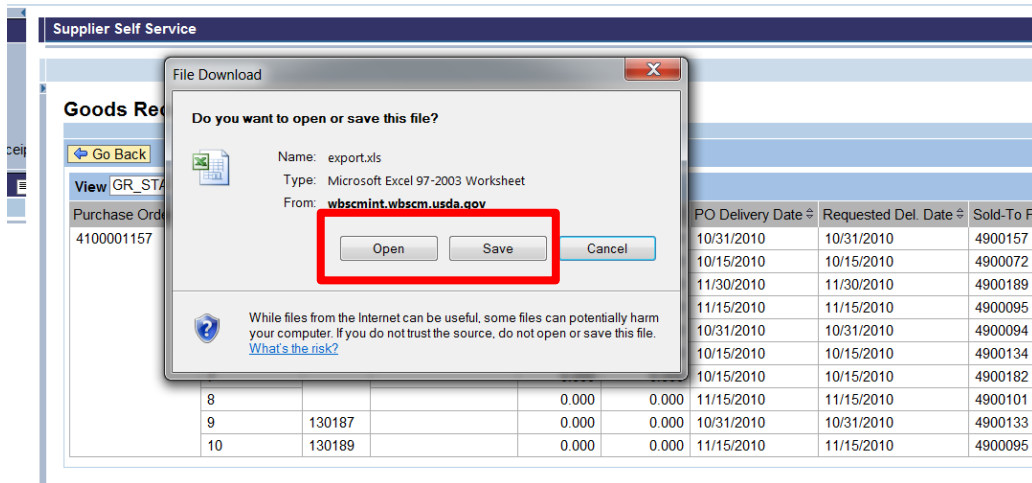
<b>Supplier Self Service</b>								
<ul style="list-style-type: none"> <li>Supplier Self Service</li> <li>Inspection Results Entry</li> <li>Enter Shipment Receipt</li> <li>Shipment Dashboard</li> <li>International Shipment Receipt</li> </ul>								
<b>Portal Favorites</b> <ul style="list-style-type: none"> <li>Supplier Self Service</li> </ul>								
<b>Goods Receipt Detail Report</b>								
<a href="#">Go Back</a>								
View <b>GR_STATUS</b> <a href="#">Print Version</a> <a href="#">Export</a>								
Purchase Order #	PO Line Item	Material	Good Qty.	Invoice Qty.	PO Delivery Date	Requested Del. Date	Sold-To P	
4100001157	1	13018	0.000	0.000	10/31/2010	10/31/2010	4900157	
	2		0.000	0.000	10/15/2010	10/15/2010	4900072	
	3		0.000	0.000	11/30/2010	11/30/2010	4900189	
	4	130189	0.000	0.000	11/15/2010	11/15/2010	4900095	
	5		0.000	0.000	10/31/2010	10/31/2010	4900094	
	6		0.000	0.000	10/15/2010	10/15/2010	4900134	



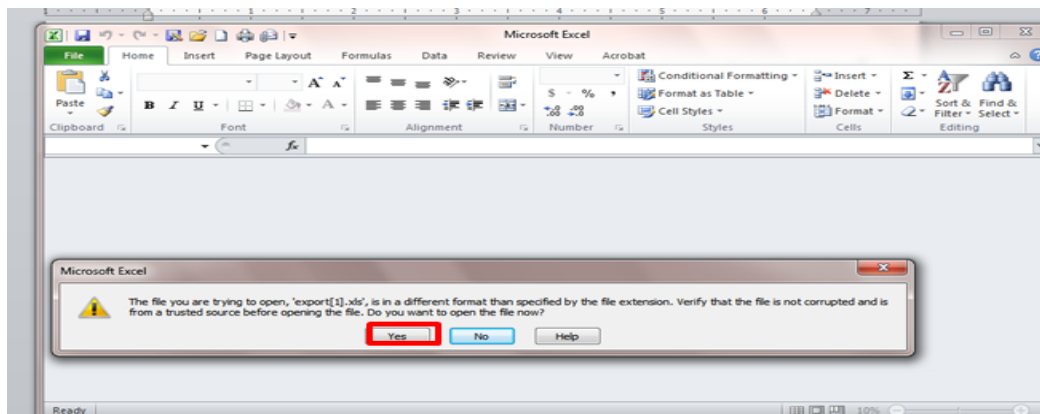
# Display Goods Receipt Report

October 2, 2013

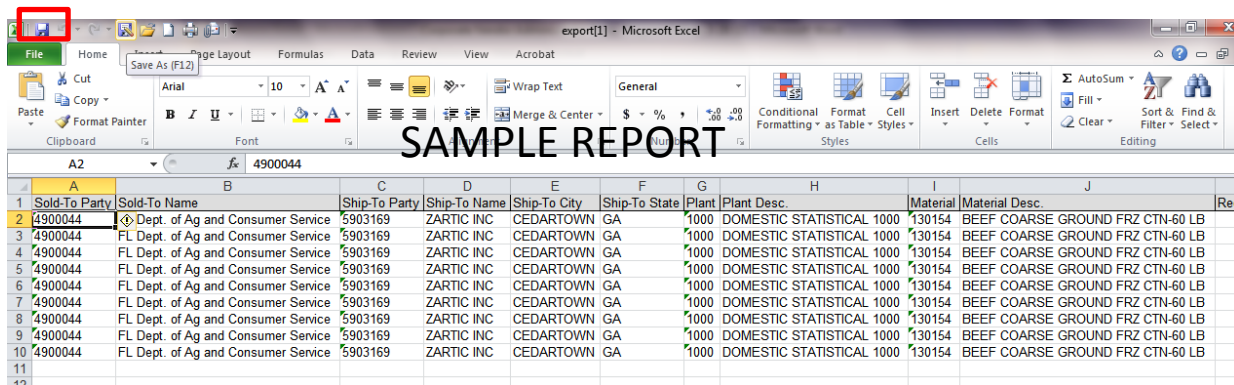
Click “Open” to open the file in Excel or click “Save” to save it to a folder



Opening the file, click “Yes”



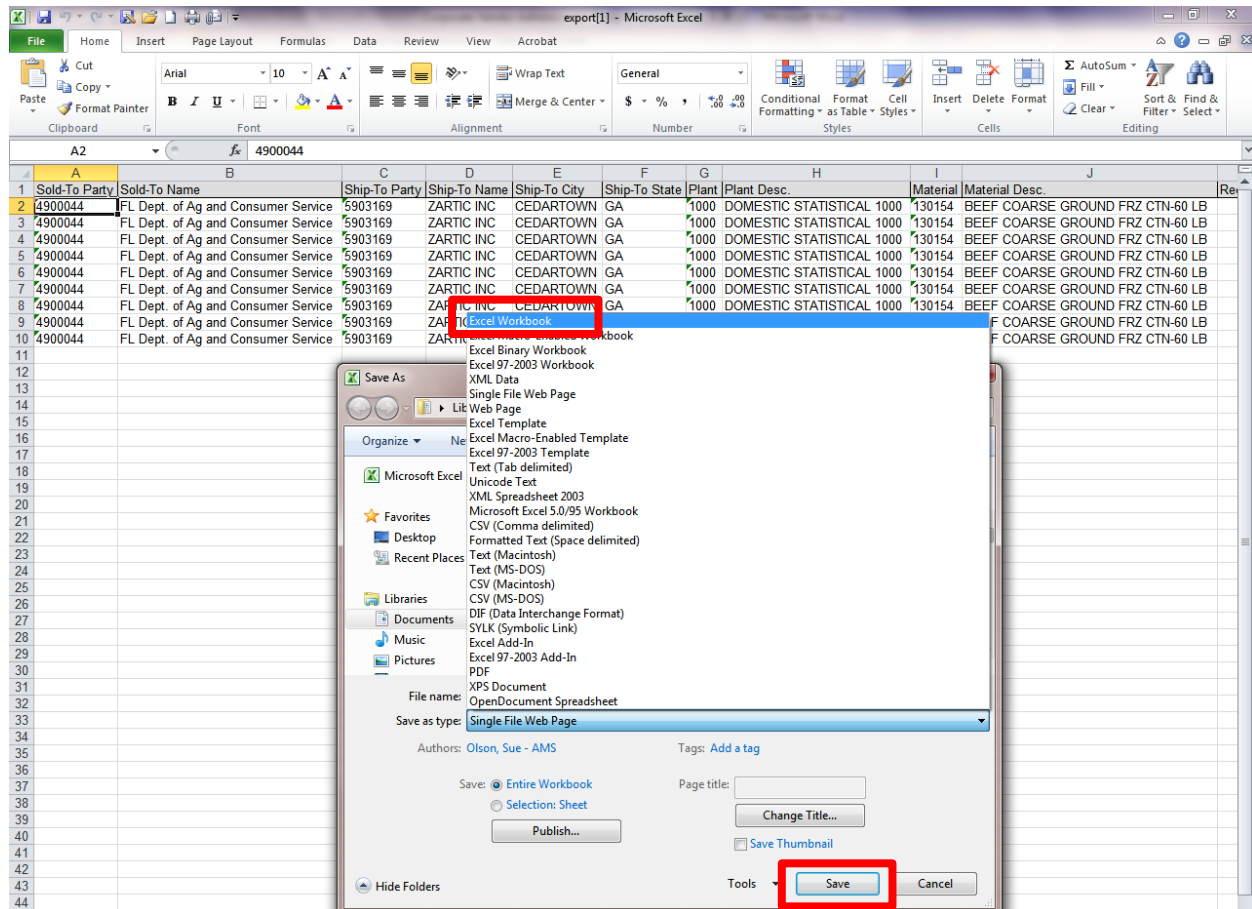
File will open in Excel. Click on the “blue disk” image to save in Excel file format



# Display Goods Receipt Report

October 2, 2013

Change format to “Excel Workbook” and give new file name. Click “Save”



# Display Goods Receipt Report

October 2, 2013

NOTE: To use the customized setting for other Purchase Orders, select the drop-down arrow and select the name of the customized setting

Goods Receipt Detail Report - WBSCM Portal - Microsoft Internet Explorer provided by USDA - AMS

https://portal.wbscm.usda.gov/irj/portal

rehabeth beach

USDA United States Department of Agriculture  
Web-Based Supply Chain Management

Welcome Darla Sydnor Log Off WBSCM

Home Operations Finance Suppliers Admin Reports Help

Procurement Operations Order Processing Recall Administration Warehouse Management Complaint Administration Supplier Mgt Ad-Hoc Reporting

Goods Receipt Detail Report Back Forward

Detailed Navigation

- Order and Shipment Quantities
- Top 10 Materials
- Sales Volume for Product Hiera
- Order Discrepancy Report betw
- Customer Business Partner Re
- Goods Receipt Detail Report**
- Material Outlay Report
- Order Status Report
- NW Delivery Calendar Report
- Stocks at Subcontractor
- International Transportation Rep
- Multi-Food Received Shipment
- Multi-Food Requisition Report
- Domestic Price Support Report
- Received Shipment Report
- Requisition Status Report
- Redistribution/Redonation Detai
- Value of Commodities Receive
- Value of Materials Received - M
- Value of Materials Received - D

Portal Favorites

- Upload Shipment Receipt

Goods Receipt Detail Report

Go Back

View A123 PO View New Print Version Export

ASN	O Line Item	Requested Qty	Document Ref. Number	Good Qty	PO Qty	Item Qty	Date received	Invo
GR_STATUS		1,620.000		0.000	1,620.000	1,620.000		
INTL SHIPMENT RECEIPT		1,620.000	6100123302	0.000	1,620.000	0.000		
Vendor View		1,620.000	5000091797	1,620.000	1,620.000	0.000	08/24/2012	
[Standard view]		0.000	7100104339	0.000	1,620.000	0.000		710
	2	1,620.000		0.000	1,620.000	1,620.000		
		1,620.000	6100105689	0.000	1,620.000	0.000		
		1,620.000	5000087469	1,620.000	1,620.000	0.000	08/02/2012	
		0.000	7100104093	0.000	1,620.000	0.000		710
	3	1,620.000		0.000	1,620.000	1,620.000		
		1,620.000	5000101026	1,620.000	1,620.000	0.000	08/24/2012	
		1,620.000	6100105690	0.000	1,620.000	0.000		
		1,620.000	7100108256	0.000	1,620.000	0.000		710
	4	1,620.000		0.000	1,620.000	1,620.000		
		1,620.000	5000089171	1,620.000	1,620.000	0.000	08/10/2012	
		1,620.000	6100105691	0.000	1,620.000	0.000		
		1,620.000	7100104091	0.000	1,620.000	0.000		710
	5	1,620.000		0.000	1,620.000	1,620.000		
		1,620.000	5000092350	1,620.000	1,620.000	0.000	08/24/2012	
		1,620.000	6100107554	0.000	1,620.000	0.000		
		1,620.000	7100108261	0.000	1,620.000	0.000		710
	6	1,620.000		0.000	1,620.000	1,620.000		
		1,620.000	5000111847	1,620.000	1,620.000	0.000	08/07/2012	

Trusted sites | Protected Mode: Off 100%